

1. **OBJECTIVE:** Describe a mathematical problem or topic briefly and clearly. Consider the paper's audience to be one or more intelligent, powerful, busy, but uninformed people such as your boss or a board of directors.
2. **LENGTH:** 5 pages, double spaced. Talk with me before going outside this range.
3. **TOPICS:** The topic can be an application of a concept covered in class, come from a section of the book we do not cover, be selected from a list of suggested topics (on my webpage) outside of the book, or may be invented by you. (See me first if you invent your own topic.) Since I don't want to have too many people writing on the same topic, it is not enough for you to choose only one topic. Instead, choose about five, and rank them in order of preference.
4. **HONESTY:** The usual rules apply. What you turn in must be your own work. When in doubt about what constitutes plagiarism, consult me. Academic honesty will be strongly enforced.
5. **CITATIONS:** Cite all sources, whether they are books, articles, or web sites. In the case of web sites, list the author, title, date, URL, and the date you referenced it (since web pages change fast).
6. **SOME THINGS NOT TO DO:** Don't pad your paper with unnecessary material. Don't cite sources after every sentence, or to justify well known facts. Don't assume that a web page is correct. Don't quote from my description of your topic. If my description includes a list of questions, don't just write a list of answers. This is a paper, after all.
7. **PROOFREADING:** In addition to writing a paper, you will proofread another student's paper. Point out to the author every place where the paper is unclear to you, and find all instances of poor spelling, grammar, and usage. Once you feel that the paper is both clear and reasonably free of writing errors, you will give the author a signed, dated statement to that effect. (I will provide a form for this purpose.) *Your grade will partially depend on the clarity and grammatical correctness of the paper you proofread.*
8. **MORE PROOFREADING:** Similarly, another student will proofread your paper. *If you turn in your paper without a signed, dated statement from your designated proofreader to the effect that he or she finds your paper to be both clear and reasonably free of writing errors, then you will lose 2 points (out of 10).* **(OVER)**

9. **COMMUNICATION:** You are responsible for exchanging some sort of contact information with your proofreader. If you don't respond to communications, then you could find yourself without a proofreader, or without a proofreading assignment. In either case, you might lose two points (out of 10).
10. **ADVICE:** If you have trouble with your paper, don't stew about it; you are welcome to come to me for technical help. (In fact, it's a good idea to show me a draft of your paper whether or not you're having trouble.) The point of this exercise is not to make you agonize over difficult problems, but to make you explain things clearly.
11. **GRADING:** I will grade papers on a scale from 0 to 10. Your proofreading of someone else's paper will adjust your score by anywhere from -2 to $+2$ points. That's right: You can earn substantial extra credit by proofreading well.

12. **SCHEDULE**

Pick your top 5 topic choices:	Wed	Oct 23
I assign topics and proofreaders:	Fri	Oct 25
Outline and source list due:	Wed	Nov 6
Give draft to your proofreader:	Wed	Nov 20
Receive someone's draft to proofread:	Wed	Nov 20
Paper due:	Wed	Dec 4